

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Tuesday 18 July 2023 starting at 6.00pm. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

Membership of the Community Board

Andrea Rutene (Chairperson), Karen Mikaera (Deputy Chairperson), Narida Hooper, Violet Edwards-Hina, Gillies Baker, JD Smith, Leonie Edwards, Dorothy Whittaker, Mayor Martin Connelly and Councillor Pip Maynard

Karakia Tīmatanga

*Tukua te wairua kia rere ki ngā taumata
Hai ārahi i ā tātou mahi
Me tā tātou whai i ngā tikanga a rātou mā
Kia mau kia ita
Kia kore ai e ngaro
Kia pupuri
Kia whakamaua
Kia tina! TINA! Hui e! TĀIKI E!*

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
 - 6.1 Annemieke van Vliet – Kuranui College Farming Wananga.
 - 6.2 Narida Hooper – Greytown Trail Pou
- 6. Actions from Public Participation**

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

7. Māori Standing Committee Minutes

- 7.1 Minutes for Approval: Māori Standing Committee Minutes of 27 April 2023 Pages 3-7

Proposed Resolution: That the minutes of the Māori Standing Committee meeting held on 27 April 2023 be confirmed as a true and correct record.

8. Chairperson Report

- 8.1 Chairperson Report Pages 8-9

9. Reports from Chief Executive and Staff

- 9.1 Pou Māori July 2023 Report Pages 10-14
- 9.2 Wellington Water Planting Day Report Pages 15-16
- 9.3 Introduction to Information Management Report Pages 17-24
- 9.4 Emergency Assistance Report Pages 25-26
- 9.5 Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy Pages 27-29
- 9.6 Representation Report Pages 30-37
- 9.7 Income & Expenditure Report Pages 38-42
- 9.8 Financial Assistance Report Pages 43-45
- 9.9 Action Items Report Pages 46-48

10. Member Reports

- 10.1 Mayors Report Page 49-50

Karakia Whakamutunga

*Unuhia Unuhia
Unuhia ki te uru tapu nui
kia wāteā, kia māmā
te ngākau, te tinana, te wairua
i te ara takatū
Koia rā e Rongo
Whakairia ake ki runga
Tūturu whakamaua kia tina. Tina!
Hui e! Tāiki e!*



MĀORI STANDING COMMITTEE
Minutes from 27 April 2023

Present:	Karen Mikaera (Chair), Narida Hooper, Violet Edwards-Hina, JD Smith, Leonie Edwards, Dorothy Whittaker and Mayor Martin Connelly
In Attendance:	Leanne Karauna (Principal Advisor Māori), Chris Hyman (Lead Advisor, Information Management), Michaela Lloyd (Welcome Communities Coordinator) and Kaity Carmichael (Lead Policy Advisor)
Public Participation:	Viv Napier, Charlotte Harding, Dave Wood, Teresa Hall, Robyn Ramsden, Roisin Hooper and Fergus Rutherford
Conduct of Business:	This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.00pm and 9.12pm and was live streamed on the Council's YouTube Channel.

PUBLIC BUSINESS

Members opened with a karakia.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES (YouTube streaming 2.00)

MSC RESOLVED (MSC 2023/13) to receive apologies from Councillor Maynard and Andrea Rutene.

(Moved Mikaera/Seconded Hooper)

Carried

3. CONFLICTS OF INTEREST (YouTube streaming 2.25)

Ms Mikaera and Ms Hooper declared a conflict of interest with the funding application from Pae Tū Mokai o Tauira to be considered under item 9.6, the Financial Assistance Report.

4. ACKNOWLEDGMENTS AND TRIBUTES (YouTube streaming 2.50)

Ms Hooper acknowledged the resignation of Herewini Ammunson and thanked him for his work on the committee.

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5. PUBLIC PARTICIPATION *(YouTube streaming 4.15)*

Viv Napier and Charlotte Harding – Wairarapa Dark Sky Reserve

Ms Napier thanked the committee for their support on the dark sky project and requested guidance on how to best incorporate the committee, iwi and/or mana whenua in the association's governance structure.

Charlotte Harding – Matariki Events

Ms Harding spoke about an upcoming Matariki event in Martinborough and requested feedback from the committee on the process.

Dave Wood and Teresa Hall – Funding for Hapu Iwi

Mr Wood spoke about the development of a company called Aporokupe Horticultural Ltd., which is focused on providing Hapu Iwi with paid work in the local Wairarapa community to allow whanau to stay/return home. Mr Wood asked the committee to consider financial support for the project.

Robyn Ramsden – Climate Change

Ms Ramsden spoke about a climate change strike being held on 26 May in the Featherston Squirle at 1.00pm and invited the committee to attend.

Roisin Hooper – Grant Application

Ms Hooper spoke to her grant application and shared some of her aspirations with the community.

Fergus Rutherford – Road Naming Application

Mr Rutherford spoke to a road naming application and requested feedback from the committee on the potential road names.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members acknowledged the work that went into obtaining the designation and undertook providing guidance to the association on their governance structure.

Members offered support for the Matariki Glow Walk.

Members thanked Mr Wood and Ms Hall and requested they keep the committee updated on the project. Ms Hooper undertook providing support for external funding opportunities.

Ms Hooper's grant application will be considered under item 9.6 the Financial Assistance Report.

Members undertook providing feedback on the road naming application at the next meeting.

7. MINUTES FOR CONFIRMATION *(YouTube streaming 59.37)*

7.1 Māori Standing Committee – 31 January 2023

MSC RESOLVED (MSC 2023/14) that the minutes of the Māori Standing Committee meeting held on 31 January 23 be confirmed as a true and correct record.

(Moved Edwards-Hina/Seconded Smith)

Carried

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8. CHAIRPERSON REPORT (*YouTube streaming 1.00.21*)

8.1 Chairperson Report

MSC RESOLVED (MSC 2023/15) to:

1. Receive the Chairperson Report

(Moved Edwards-Hina/Seconded Mayor Connelly)

Carried

2. Appoint Andrea Rutene to the Community & Infrastructure Committee

(Moved Edwards-Hina/Seconded Mayor Connelly)

Carried

3. Appoint Karen Mikaera to the Assurance & Risk Committee

4. Appoint Narida Hooper to the Finance Committee

5. Appoint Violet Edwards to the Climate Change & Environment Committee.

(Moved Edwards-Hina/Seconded Smith)

Carried

6. Delegate Narida Hooper to make a submission on behalf of the committee to the 2023/24 Annual Plan.

(Moved Edwards-Hina/Seconded Smith)

Carried

7. Request further information on the potential for Waka Kotahi changes to some roads of significance in coastal areas prior to attending the Ngawi Ratepayers Association hui.

(Moved Mikaera/Seconded Edwards-Hina)

Carried

Ms Carmichael provided clarification on the 2023/24 Annual Plan submission process and members discussed potential topics for submission.

Members discussed coastal roading and significant sites. Mayor Connelly undertook inviting the committee to an upcoming with Waka Kotahi and the Ngawi Ratepayers Association to discuss roading in the area.

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Pou Māori April 2023 Report (*YouTube streaming 1.44.31*)

MSC RESOLVED (MSC 2023/16) to receive the Pou Māori April 2023 Report.

(Moved Edwards-Hina/Seconded Hooper)

Carried

Ms Karauna spoke to items outlined in the report and noted the importance of the committee prioritizing workload and consultation in the upcoming months. Ms Karauna requested guidance on several areas in the report and she thanked her for her work and undertook providing feedback.

Mayor Connelly left the meeting at 7.20pm.

Mayor Connelly returned to the meeting at 7.24pm.

Members noted that the committee 2023/24 Annual Plan submission was a priority and Ms Karauna undertook working with Ms Hooper on the submission.

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- 9.2 Welcoming Communities Report** (YouTube streaming 1.27.30)
MSC RESOLVED (MSC 2023/17) to receive the Introduction to Welcoming Communities Report.
(Moved Mikaera/Seconded Hooper) Carried

Ms Lloyd spoke about the Welcoming Communities Program and requested feedback from the committee on how they wish to be involved over the next three years. Members queried potential funding to support the program and discussed how the marae could be involved in the process. Members undertook working with Ms Lloyd on this initiative.

- 9.3 Update to the Featherston Masterplan Report** (YouTube streaming 1.44.38)
MSC RESOLVED (MSC 2023/18) to:
1. Receive the Update to the Featherston Masterplan Report.
(Moved Edwards-Hina/Seconded Smith) Carried
 2. Revoke the resolution to receive the report due to a number of inconsistencies, concerns around the way it is worded and the quality of the report itself.
(Moved Mayor Connelly/Seconded Edwards-Hina) Carried

Members discussed items outlined in the report and requested a revised version at the next hui addressing a variety of areas.

MSC NOTED:

Action 141: To remove 'mana whenua' associated with Ms Mikaera's name and replace with 'Descendant of Te Miha Whānau' and ensure the association with Mr Maxwell's name is correct. To update page 44 of the report to "were in attendance at the charettein Oct 2022".

- 9.4 Information Management Report** (YouTube streaming 1.58.00)
MSC RESOLVED (MSC 2023/19) to receive the Information Management Report.
(Moved Edwards-Hina/Seconded Smith) Carried

Ms Hyman spoke to items outlined in the report and requested feedback from the committee on ways in which they want to inform the direction, development and implementation of the Information Management policy and processes. Members queried how this policy may apply to information around identified sites of significance. Members noted that they are open for consultation and feedback as needed and requested regular updates on the process.

Mr Smith left the meeting at 8.13pm

Mr Smith returned to the meeting at 8.18pm

- 9.5 Income and Expenditure Report** (YouTube streaming 1.04.46)
MSC RESOLVED (MSC 2023/20) to receive the Income & Expenditure Report for the period ending 31 March 2022.

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(Moved Hooper/Seconded Smith)

Carried

Members queried items outlined in the report, including Annual Plan allocation and overall committee budget. Members requested that an entry in the expenditure table be changed to reflect the correct grant recipient and that the report provide more specific detail on to assist in the committees future understanding. Ms Carmichael undertook following up and providing clarification to the committee.

9.6 Financial Assistance Report *(YouTube streaming 2.48.37)*

MSC RESOLVED (MSC 2023/21) to:

1. Receive the Financial Assistance Report.
(Moved Mayor Connelly/Seconded Edwards-Hina) Carried
2. Agree to fund Pirihira Kingi, \$500 to support tuition fees to be funded from Tautoko.
3. Agree to fund Roisin Hooper, \$500 to support technology purchase for future education, to be funded from Tautoko.
4. Agree to fund Pae Tū Mokai o Tauira, \$1000 to support a turning bay and irrigation system, to be funded from Tautoko.

(Moved Mayor Connelly/Seconded Smith) Carried

Ms Mikaera and Ms Hooper abstained

Members discussed applications for financial assistance.

9.7 Action Items Report *(YouTube streaming 3.02.51)*

MSC RESOLVED (MSC 2023/22) to receive the Action Items Report.

(Moved Edwards-Hina/Seconded Whittaker) Carried

Members discussed open actions and noted further updates. Ms Karauna provided an update on the progress the inclusion of sites of significance in the Combined District Plan.

Members closed with a Karakia.

The meeting closed at 9.12pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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Chairperson Report

1. Purpose

To provide the Māori Standing Committee with a brief update on key pieces of work for this period.

2. Recommendations

Officers recommend that the committee:

1. *Receive the Chairperson Report.*

3. Executive Summary

This report provides an up-to-date summary of work undertaken by the committee chairperson for the previous period. In addition, it highlights important current or future activities for the committee to be aware of.

4. Topics

4.1 Māori Standing Committee Workplan

Over the previous couple of months, the Māori Standing Committee has been drafting an annual work plan. Key projects identified for the 2023-24 financial year include (but not limited to) the following: -

- MSC Annual Plan Submission
- Council Representation Review
- MSC Terms of Reference Review
- Council Sub-Committee Representation, Participation and Feedback process
- Policy Work
- Long-Term Plan.

Progress to date includes presenting a written submission and participating in the Annual Plan hearings on behalf of the MSC. The outcome of the Annual Planning process is yet to be finalised with the Committee. Confirmation of points submitted for consideration include:

- council include our south Wairarapa urupa in the maintenance schedule that is currently in place for Featherston, Greytown and Martinborough Cemeteries
- the council secures funding to commission a carver to do a series of pou in each town

- the council sets aside funding to commission memorial works to acknowledge the fallen Māori soldiers of Wairarapa in each town.

5. Key items to note

5.1 Freedom Camping By-Law

The MSC have been providing feedback to GMD Consultants who are commissioned by SWDC to look at the current Freedom Camping situation across SWDC. Currently, the Freedom Camping Act 2011 is permissive by default, so all self-contained freedom camping is allowed on local authority land, unless Council prohibits or restricts certain areas. Protecting our wāhi tapu have been the main focus of our input to date.

5.2 Matariki Celebrations - Toro Atu – Dawn Blessing

On Friday 14th July, as part of the planned Matariki celebrations, a dawn service in Clifford Square will be the place for the unveiling of a Pou (Toro Atu Pou whakawātea). It is the aspiration of the MSC to elevate mana of our people and the mauri of our places. Being able to realise such aspirations at the time of Matariki is significant. Matariki is the star that signifies reflection, hope, our connection to the environment and the gathering of people. Coupled with this reflection it is also important to remember those who have passed and whose shoulders we stand on. Pōhutukawa is the star associated with this.

5.3 Council Representation Review

From June through to September 2023, the MSC will be focusing on understanding what the Representation Review is, what it involves, timelines and discuss an engagement plan to consult well with marae, hapū and iwi on this priority piece of work.

Written by: Andrea Rutene, Māori Standing Committee Chairperson

Pou Māori Advisor July 2023 Report

Purpose

To provide the Māori Standing Committee with a brief update on the program of work and key focus areas throughout 2023. This report aims to ensure transparent and inclusive decision-making processes while fostering a strong partnership between the Council and iwi Māori.

Recommendations

Officers recommend that the committee:

1. *Receive the Pou Māori Report.*
2. *Provide guidance on ways in which the Pou Māori Advisor can best work with and support the committee to input into key areas.*
3. *Consider potential discussion points below and provide feedback.*

Executive Summary

This report provides the July 2023 update on key areas of focus for the Pou Māori Advisor and the Māori Standing Committee.

Background

The Māori Standing Committee advocated for the creation of Māori Liaison as part of their submission to the 2021-2031 Long-Term Plan.

Discussion

1. Key Focus Areas

Key areas for focus for the Pou Māori Advisor since the previous committee meeting.

These have included:

- Relationship coordination between Council, mana whenua and tangata whenua.
- Collaboration with other Councils on major projects i.e. Climate change; Waste minimisation and water and the Combined District Plan. Includes hui with District Planners and representatives from iwi to develop an iwi led process to recognise the sites of significance within this area of the Wairarapa, and for it to be protected in the District Plan.
- The Cultural Competency training for staff provided by Engaging Well has been completed. It is hoped that the training will continue to augment the learnings.
- Karakia and pronunciation with staff is being supported and encouraged within Council through a weekly session. This has had regular attendance of small numbers with some consistency and enthusiasm. The timeslot will not suit everyone and so a Teams link has also recently been provided. Along with the weekly session, regular emails containing links to information and resources has been provided.
- A Matariki shared kai for staff as well as sharing of knowledge amongst staff on the kaupapa was provided. Council communications are also promoting local events at the time of writing this report.
- Representation, māori policy and partnership reviews. Both the forum in June and a workshop in July gave a briefing and overview of responsibilities, planning and timelines. Support to the Māori Standing Committee Chairperson with regular meetings and updates to the workplan and calendar.
- Tuia 2023 Mayors Mentoring Programme Wananga attended by candidate in June.
- Emergency Management – Input into the Māori integration role and development of a future regional Pou Māori /Tākaihere role long with updates on the pending Emergency Management Bill and the opposed changes currently in Parliament.
- Appointments of Māori Standing Committee members representation to committees of Council finalising. Updates to the Terms of Reference are pending.
- Coordination on behalf of Council with Mana Whenua for the upcoming Citizens Ceremony to be held on 21st July 2023.

- **Urupā Maintenance:** A recent decision by Council to support the Māori Standing Committee AP submission has resulted in conversations with local hapū in consideration of some local urupā maintenance. The matter is currently sitting with the ELT awaiting further direction. Pāpāwai urupā trustees have advised that this offer is not required as a current arrangement is in place. They have however asked, that if future funds become available a contribution to a new fence be considered. An awareness of the current grants available was provided verbally.
- Promotion of the committee members and the role and achievements of the committee is in process. Work has begun with the communications staff to incorporate and promote kaupapa māori into social platforms.

2. Potential Discussion and Consideration Points

To seek guidance on the ways in which the role can best work with the Committee to provide input into these key areas:

- Consideration of a district-wide plan for South Wairarapa Marae – with an aim of confirming the three marae as emergency civil defence centres for the district.
- Martinborough Overflow Incident – Refer Wellington Water report.
- Māori Policy and Road Naming Policy – Information on these two policies has been sent out to members. Feedback is welcomed.

3. Action Points

- **Te Hōkai Nuku** – The Wairarapa Positive Aging Strategy – To engage with Lisa Mathews on the strategy and to consider long term solutions for Kaumatua housing and well-being.
- **Long Term Plan** –Support the long-term planning consultation of the Council to be based on Te Tiriti o Waitangi and recognise the importance of Māori representation in the decision-making process for the benefit and empowerment of the identified community.
- **Emergency Centre:** To support Hau Ariki Marae with a letter reconfirming Hau Ariki as a recognised emergency centre.
- **Representation Review:** To actively participate in engaging in the representation review process, by sharing your perspectives and aspirations to guarantee meaningful Māori representation. Your input will contribute to Council considering and shaping a governance structure that recognizes and respects the principles of partnership and participation under Te Tiriti o Waitangi.

- **Road Naming Applications:** At the last meeting there was requested feedback from the Māori Standing Committee regarding road naming within the district. Your input is valuable in ensuring that road names appropriately reflect and acknowledge the rich cultural heritage of the māori community.

Bidwells Crossing right of way suggested names for the Tremlett Development

Rangimarie Lane
Paukena Lane
Ruamahunga Way

5. Workshops

The workshops held in June and July had the following presentations:

- Wellington Water Kaitiaki planting day - presentation and Q & A
- The Featherston Masterplan – Presentation and clarification on consultation defined as being not mana whenua.
- Freedom Camping Bylaw – Feedback requested in pre consultation survey.
- Representation Review to assist with the following: Set dates and places for Marae – Whānau, Hapū, Iwi engagement; Develop with MSC a process to consult with Marae, Hapu, Iwi.

Wairarapa Moana

Briefing on Wairarapa Moana Governance and Statutory Board:

Attendance at the Wairarapa Moana Governance Board meeting in Martinborough on the 8th of May. A presentation from Ra Smith and Sam Ludden was provided on the Mauri Tuhono proposed framework for Te Taiao ki Te Ūpoko o Te Ika a Māui.

<https://maurituhono.org.nz/>

There is a proposed planting of 22000 plants around the Kahutara lagoon.

Ra Smith spoke on the measuring of macrophytes, their lack of and their relevance in being an important tool to measure the wellbeing of the moana.

Wairarapa Moana Statutory Board first meeting was held on the 11th July 2023. A

key focus area being on updates around appointments and secretariat requirements.

Te Whakamutunga

We invite the members of the Māori Standing Committee to provide feedback, insights, and guidance on the matters discussed in this report. Your active participation and involvement are instrumental in establishing a strong partnership between the Council and iwi Māori. Together, we can ensure a vibrant and inclusive community that honours and uplifts Māori culture and heritage.

Thank you for your attention, and we look forward to receiving your valuable feedback.

He mahi tahi tātou. Nō reira tēnā koutou, tēnā koutou, tēnā koutou katoa

Nāku noa iti

Leanne Erina Hinetauira Karauna

Ngati Kahungunu ki Wairarapa, Ngati Rangitane, Ngai Tahu

Contact Officer: Leanne Karauna, Principal Māori Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Proposed Planting Day Report

1. Purpose

To resume discussion with the Māori Standing Committee (MSC) on the proposed event to work towards restoring balance to the Ruamāhanga River, following wastewater overflow discharges in January 2020.

We seek to understand whether the MSC, in principle, support the proposed event and, if so, agree on key event details.

Recommendations:

Officers recommend that the committee:

1. *Receive the Proposed Planting Day Report.*
2. *Confirm whether there is support for the event.*
3. *Confirm preferred location and date (if event proposal supported).*
4. *Confirm who is to lead and arrange the tikanga Māori aspects (if event proposal supported).*

2. Executive Summary

This report provides the MSC a copy of the information slide pack, detailing the background and context of the planting day event.

Wellington Water previously met with the MSC on 6th June 2023 to propose a planting day event, for which the committee members wanted time to speak with their wider constituents.

This event was initially scheduled for July 2020, following wastewater overflow incidents in January 2020, but was postponed due to a tangi.

Wellington Water have undertaken some initial planning however seek MSC's support and collaboration for the event.

2.1 Key Discussion Points

High level purpose:

- Work to restore balance to the Ruamāhanga River
- Wellington Water to uphold their values of Tāngata Tiaki and Kaitiakitanga, and a positive opportunity to engage with local Marae as tāngata whenua

- To recognise and contribute to te mana me te mauri o te wai

Location and timing:

- Two locations have been proposed;
 - a) riparian planting at Papawai, or
 - b) Inanga spawning planting at lower Ruamāhanga River
- Propose to undertake planting in early summer

Tikanga Māori aspects – leadership:

- How and where to incorporate local cultural tradition?
- Make contact with the local Marae for involvement

3. Next steps

If the committee supports the event proposal, to establish a working group to finalise the logistics and planning;

- Finalise activity plan, attendees, types and number of plants to order, health and safety, planting equipment, kai, budget requirements, send out invitations etc.

4. Appendices

Appendix 1 - Restoring the Mauri of Water slide pack

Contact Officer: Adam Mattsen, Programme Delivery Lead South Wairarapa, Wellington Water.

Reviewed By: Stefan Corbett Group Manager, Partnerships and Operations

Information Management Update

1. Purpose

To update the Māori Standing Committee regarding the development of information management processes for South Wairarapa District Council (SWDC)

2. Recommendations

Officers recommend that the Māori Standing Committee:

- 1. Receives the Information Management Update Report*
- 2. Approves the wording of section 4 (Principles) in the proposed Information Management Policy*
- 3. Continues to inform the direction of the development and implementation of the Information Management policy and processes as they relate to information that is of significance to Māori.*

3. Executive Summary

This report provides an update of the work developing SWDC Information Management policy and procedural documents and continues the discussion of how SWDC and iwi can work together to ensure information that is important to Māori is identified and managed appropriately within the SWDC.

4. Background

The policy and procedures to determine how SWDC manages its information to ensure it is complete, accurate, reliable and comprehensive are being developed. SWDC wants to ensure these reflect council's responsibilities for managing information that is important to Māori. It is particularly important tangata whenua are included in the development of the processes for identifying and managing information that relates or is important to them.

The development of the Disposal Schedule is currently in the research phase. This schedule determines what happens to information at the end of its lifecycle as a council record. Under the Public Records Act 2005 (PRA) the disposal schedule must be approved by the Chief Archivist. Typically, information is either transferred to

archives, or destroyed/deleted. If the information is not a protected record¹ under the PRA there is also an option to discharge information. This involves the information having its public information status being cancelled by the Chief Archivist and the information returned to the people it is about.

It is anticipated some of SWDC's information is not a protected a record and therefore not legally required to be retained as an archive by SWDC and is also identified as being taonga. Under normal circumstances this information is deleted or destroyed, but the Māori Standing Committee may wish to have that information either archived or discharged, dependant on the type of information. For example, *non-significant project* information is destroyed after three years, but we may choose to include a category that *non-significant projects identified as taonga* are discharged or archived instead. This can be written into the Disposal Schedule during its development, before it is submitted to the Chief Archivist for authorisation.

5. Discussion

The draft SWDC Information Policy is nearly ready to be presented to the Executive Leadership Team. Whilst information management is determined by the PRA there is room for customisation of the specifics to help us meet our community needs. The last paragraph of Section 4 of the proposed policy allows for the information management processes employed by SWDC to manage information Māori value in an appropriate manner.

It states

All Council information, records and archives will be managed in accordance with obligations under Te Tiriti o Waitangi and in acknowledgement of the right of Māori to access and use unrestricted records that are considered taonga. Iwi will be consulted regarding storage and access of information pertaining to Māori.

The development of the Disposal Schedule is currently in the research phase. Ideally it will be linked to the SWDC information taxonomy, which will not be finalised until the end of July. It is expected that during August the Disposal Schedule will be ready for the Māori Standing Committee to work on identifying any types of information that should change from being destroyed to be either discharged or archived if it has also been identified as taonga.

6. Appendices

Appendix 1 – Draft Information Management Policy

Contact Officer: Chris Hyman, Lead Advisor Information Management

Reviewed by: Amanda Bradley, General Manager – Policy & Governance

¹ Information that has been determined by the Chief Archivist to be of significance or value and are to be retained as archives by the local authority.

1. Appendix 1: Draft Information Management Policy

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2. Information Policy

1. Relevant Legislation

- » [Local Government Official Information and Meetings Act 1987](#)
- » [Privacy Act 2020](#)
- » [Public Records Act 2005 and the associated mandatory standards and documents, including](#)
 - [Information and Records Management Standards](#)
 - [Physical storage and preservation of protected information and records](#)
 - [Authority to retain public records in electronic form only](#)
 - [List of protected records for Local Authorities](#)
- » [Copyright Act 1994](#)
- » [Contract and Commercial Law Act 2017](#)
- » [Local Government Act 2022](#)
- » [State Sector Act 1988](#)
- » [Tax Administration Act 1994](#)
- » [GST Act 1985](#)
- » [Burial and Cremation Act 1964 and Cremation Regulations 1973](#)
- » [Health and Safety at Work Act 2015 and General Risk and Workplace Management Regulations 2016](#)
- » [Local Electoral Act 2001 and Local Electoral Regulations 2001](#)
- » [Dog Control Act 1996](#)
- » [Sale and Supply of Alcohol Act 2012](#)
- » [Holidays Act 2003](#)
- » [Minimum Wage Act 1983](#)
- » [Employment Relations Act 2000](#)
- » [Building Act 2004](#)
- » [Rating Valuations Act 1998 and Rating Valuations Rule 2008](#)

2. Purpose

This policy guides how South Wairarapa District Council (SWDC) operates while supporting the management of information, records and archives.

3. Scope

This policy applies to all Council permanent and temporary employees, elected representatives and contractors who create, use or store information belonging to SWDC.

4. Principles

SWDC acknowledges that all information is a key asset to the organisation and supports Council operations and decisions. Information, records and archives are used to improve the quality of current services, inform decision making, allow for innovation and to reduce organisational risks.

SWDCs information supports the organization to:

- » make up the corporate memory of the organisation
- » provide the foundation for effective service internally and externally
- » support decision making
- » enable collaboration and communication
- » detail responsibility
- » preserve public knowledge.

For information to be a key asset all information must be findable, accessible and managed. All employees have a responsibility to comply with records, archives and information management legislation, standards, policies and procedures to ensure all information they create or use is findable, accessible and usable, whilst stored securely and appropriately.

All Council information, records and archives will be managed in accordance with obligations under Te Tiriti o Waitangi and in acknowledgement of the right of Māori to access and use unrestricted records that are considered taonga. Māori standing committee members will be consulted regarding storage and access of information pertaining to local iwi.

4.1. Ownership of information

- 4.1.1 Information created or received by Council employees in the course of their work during their employment is owned by South Wairarapa District Council and is to be treated subject to its control.
- 4.1.2 Information that is created and received by organisations working on behalf of SWDC in the course of work that relates to SWDC is owned by SWDC and is treated subject to its control.

4.2. Accuracy of information

- 4.2.1. Data, information and records must be accurate and trustworthy so they can be effectively used now and in the future.

4.3. Information is well-managed, stored, retained and accessed in accordance with current relevant legislation

- 4.3.1. All employees and people working on behalf of SWDC are responsible for information management in accordance with:
 - » Current information management related legislation, including the Public Records Act 2005.

- » Other legislation relevant to Council core services
 - » South Wairarapa District Council Records Management, Information Management and Archives Management Plans and procedures.
- 4.3.2. Information and records held by the council must be appropriately classified, stored and managed over its life cycle and be compliant with:
- » Current information management related legislation, including the Public Records Act 2005.
 - » Other legislation relevant to Council core services
 - » South Wairarapa District Council Records Management, Information Management and Archives Management Plans and procedures.
- 4.3.3. Information must be stored in the correct and appropriate Council systems and not stored on a personal device, removal drive, desktop or individual device storage.
- 4.3.4. SWDC will comply with information and records standards as directed by the Chief Archivist.
- 4.3.5. All SWDC information, records and archives will be stored securely and according to storage standards to prevent loss, damage or security breaches.
- 4.3.6. SWDC information will be disposed of as approved by the Chief Archivist in accordance with the Public Records Act 2005. Disposal authorisation and what is disposed of is recorded.

4.4. Council information is accessible

- 4.4.1. Information needs to be identified and protected in accordance with the Public Records Act 2005 and the Privacy Act 2020.
- 4.4.2. All information required by council staff to support their work must be readily findable and accessible.
- 4.4.3. Where possible, information will be openly accessible to the public, unless that information has been identified and specified as being Restricted Access.
- 4.4.4. All information can be requested and accessed as part of a request for information under the Local Government Official Information and Meetings Act 1987 (LGOIMA), and the Public Records Act 2005 unless good reason exists for withholding that information as detailed in the LGOIMA.
- 4.4.5. All archived information can be requested in accordance with the Public Records Act 2005, unless the information has restricted access. The status of restricted archives will be reviewed regularly.
- 4.4.6. All personal information must be cared for in accordance with the Privacy Act 2020 and SWDC Privacy Policy. Any notifiable privacy breaches will be reported and processed as detailed in the Privacy Act 2020.

4.5. Oversight of information and records

- 4.5.1. Every employee or third party organisation working on behalf of SWDC is responsible for managing information from its creation or receipt through to its disposal. Senior SWDC people are responsible for ensuring information and records are managed as assets within their teams.
- 4.5.2. SWDC has a job position that includes the role of Executive Sponsor of Information Management in accordance with the Information and Records Management Standards 2016. This role is responsible for the oversight of information and records management.
- 4.5.3. SWDC will ensure it has access to professional skills in relation to information, records and archives management to ensure compliancy with the Public Records Act 2005 and the Information and Records Management Standards.
- 4.5.4. Internal audits and monitoring schedules in the Records and Archives Management Plans will be conducted to identify any gaps with compliance with the standards for information, records and archives management.

4.6. SWDC Archives

- 4.6.4. SWDC Archive facilities are dedicated for acquiring and archiving non-current SWDC (and SWDC predecessor authorities) records requiring, or considered suitable for, permanent preservation.
- 4.6.5. The SWDC Archives purpose is to preserve and provide information on council (and any predecessor authorities) operations, decisions and working and to ensure the SWDC meets obligations under the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987. These obligations include the creation, maintenance and access management of local authority records that are deemed to be worth permanent retention in accordance with the List of Protected Records for Local Authorities, Information and Records Management Standard 2016, and other applicable New Zealand legislation.

5. Non-compliance

- 5.1. If a SWDC employee fails to comply with this policy it may lead to disciplinary action being taken in accordance with the Staff Code of Conduct.
- 5.2. If an elected or appointed member fails to comply with this policy it may constitute a breach under the Elected Member Code of Conduct and will be managed in accordance with the Code.
- 5.3. If a company acting on behalf of the SWDC fails to comply with this policy it may constitute a breach under the Contract and Commercial Law Act 2017 and action may be taken accordingly.

6. Definitions

Archives are information and records that are no longer considered current records or information and have been identified as suitable for permanent storage.

Disposal refers to how information is managed at the end of its lifecycle as an official record. Typically this includes transferral to archives, deletion or destruction, or discharge (public information status is cancelled and the information returned to the people it is about). The authority for disposal is documented.

Information are facts, data and knowledge that is created or learned. Information encompasses records and archival material. It is not restricted to information that is stored in physical, or digital formats. It includes knowledge held by individuals.

Notifiable privacy breach is a breach that it is reasonable to believe has caused serious harm to an affected individual or individuals or is likely to do so.

Personal Information is any Official Information which could be used to identify a person including name, date of birth, address etc. This information does not include any information which is required by law to be disclosed; for example, in LIM reports or building files which are referred to as public records.

Records is a record or class of records in any form, in whole or in part, created or received (whether before or after the commencement of the Public Records Act) by a local authority in the conduct of its affairs. It includes all information, irrespective of format, that is created by SWDC, its members, employees and third party contractors during their business for SWDC that:

- Was created or received in the conduct of business for SWDC
- Documents or facilitates a function of SWDC
- Documents and action taken or decision made
- Has financial or legal implications
- Is required for the operation or administration of normal business functions
- Documents approval by or reporting to another body, or
- Sets a precedent

Third Parties are any organisation or person who is not South Wairarapa District Council.

Emergency Assistance in South Wairarapa

1. Purpose

To request support from the Māori Standing Committee for hui on how Emergency Assistance in South Wairarapa can be integrated with the Pāpāwai, Kohunui and Hau Ariki marae, Wairarapa Emergency Operation Centre, South Wairarapa District Council.

2. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. Receive the ‘*Emergency Assistance in South Wairarapa*’ Report.
2. Agree to support a hui and to provide guidance on the best way to organise and facilitate it.

3. Executive Summary

In emergencies, affected community members in South Wairarapa may be in need of assistance such as a place to gather, overnight accommodation, and food. Council obligations (legal, and social) to provide emergency management for their districts are aligned with the approach of hapū and marae as kaitiaki of the district/rohe, and the provision of manaakitanga to community members and visitors. It is clear that marae have the inclination and ability to care for the community when needed and by working together with the local government response the community can be looked after in a way that is consistent and holistic.

4. Background

The three District councils of the Wairarapa and Greater Wellington Regional Council operate a combined response model to civil defence emergencies that pools resources with each other when responding to events that are above the capacity of each individual organisation. This is facilitated and supported by Wellington Region Emergency Management Office (WREMO), which has the coordination role for the Wairarapa and the larger Wellington Region, working with iwi, emergency services, community support agencies, and relevant central government agencies, in the Wellington Region. In a large emergency event, the Wairarapa Emergency Operation

Centre (EOC) would activate (open) to help coordinate the Response, this is staffed by the 4 Councils. The EOC use Coordinated Incident Management Systems (CIMS) to operate, which entails the assigning of function roles to focus on each area and the use of common terminology to assist in communicating with partner agencies.”

When shelter or emergency assistance is required, the EOC Welfare and Logistics functions are tasked with finding suitable facilities and organisations to help provide assistance for the affected community members. Marae have proactively opened to support their community in other disasters to provide manaakitanga, and to look after the community. We would like to discuss, clarify and communicate about how this could happen in an emergency. We hope connecting in advance will result in a stronger partnership and a stronger community.

Each year the EOC runs two practice exercises, including the provision of emergency assistance. In advance of the next event it is proposed that a training event is held with marae, and community organisations. The tentative date & place of 9th September at Hau Ariki Marae has been suggested.

5. Discussion

By holding a hui with Pāpāwai, Kohunui and Hau Ariki marae, SWDC and WREMO/EOC personnel, a clear pathway forward can be found for how to have a strong partnership in assisting our community.

Objectives of the hui would include coming to a mutual understanding of:

- How marae and council can support each other in emergencies.
- The approaches and processes operated by marae and the EOC when providing emergency assistance.
- How an agreement could be reached for the provision of emergency assistance.
- The process of cost recovery after providing emergency assistance.
- The people involved from each organisation.
- Further clarifications and training needs.

Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy Report

1. Purpose

To present the Māori Standing Committee with an introduction to Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy

2. Recommendations

Officers recommend that the Māori Standing Committee:

1. *Receives the Introduction to Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy Report.*
2. *Provide feedback to the Positive Ageing Strategy Co-ordinator on the further implementation of the Strategy.*

3. Executive Summary

This report introduces the Te Hōkai Nuku Wairarapa Positive Ageing Strategy for the Māori Standing Committee.

4. Background

Te Hōkai Nuku Wairarapa Positive Ageing Strategy (the Strategy) was developed by the three Wairarapa district councils to prepare for our rapidly ageing community

The Strategy outlines the ways in which the Masterton, Carterton, and South Wairarapa District Councils will work together to ensure our older community is both valued and looked after - recognising that 'positive ageing' for older people, also means positive ageing for all generations

Launched in 2019, it is based on extensive engagement with the community, community organisations, council staff and elected members.

The vision of the Strategy is "Our kaumātua/older residents lead valued, connected and fulfilling lives". Based on the values of a positive narrative, working together to build on what already exists, ensuring equity and cultural diversity.

The Goals of the Strategy

- 1. Community and health services** support older peoples' wellbeing
- 2. Communication and engagement** with older people is respectful, appropriate and engaging
- 3. Transport** options are safe, affordable and accessible for older people
- 4. Cultural diversity** – our community is proud of, and inclusive of all cultures
- 5. Housing** options are appropriate, healthy and accessible for older people
- 6. Places, spaces and activities** are safe, affordable and provide fun and enjoyable choices for older people

Priority areas for action fall out of these goal areas. The Councils do not have to respond to every issue that older people face but they can partner, advocate, lobby or fund to enable change or champion wellbeing.

Goal 4: Cultural diversity – our community is proud of, and inclusive of all cultures **Whāinga Tuawhā: Taha Tikanga Rerekē**

Goal priorities:

Our community is proud of, and inclusive of all cultures through:

- Strong relationships and partnerships between iwi, hāpu and whānau with councils
- Cultural competency and Treaty of Waitangi knowledge/training for all staff and elected members
- Supporting and capacity building of cultural groups and events

The Wairarapa Region Positive Ageing Strategy Co-ordinator

The Wairarapa Region Positive Ageing Strategy Co-ordinator works across the three Councils across 24 hours per week. The work of the Strategy encompasses the whole of the Council and other teams are contributing to its success.

This role is responsible for keeping the Strategy front of mind for each Council and supporting staff to bring a senior lens to their work. They are responsible for an annual work plan. They hold specific projects and relationships with organisations that work with older people. A six-monthly report is produced by the Co-ordinator that encompasses the work across the activities of the South Wairarapa District Council.

Action plan

The Wairarapa Region Positive Ageing Strategy Co-ordinator has a corresponding workplan. Achievements are reported through the Chief Executive's report.

Priorities for the 2023 – 2024 year include:

- Gaining World Health Organisation's Age Friendly Cities and Communities membership.

- Extending the current Positive Ageing Strategy oversight group to include community members.
- Membership of Greater Wellington Regional Council's Public Transport Advisory Group.
- Work in partnership with Age Concern Wairarapa, Digital Seniors, Nuku Ora (Senior Regional Games), Wairarapa Community Networks (Kuia/kaumātua older persons' forum), Pasifika o Wairarapa, Te Whatu Ora.
- Mobility parking
- Determining the review of the Strategy and the next iteration.

5. Discussion

Questions for the Māori Standing Committee to consider:

- What are the issues that the Positive Ageing Strategy might be able to address for older Māori in the South Wairarapa rohe?
- How can the Positive Ageing Strategy Co-ordinator work with the Māori Standing Committee going forward?

6. Appendices

Appendix 1

[Positive Ageing Strategy - SWDC SWDC](#)

Contact Officer: Lisa Matthews, Wairarapa Region Positive Ageing Strategy Co-ordinator

Reviewed by: Amanda Bradley, Group Manager, Policy and Governance

Representation Review Report

1. Purpose

To provide the Māori Standing Committee with a brief update on the representation review taking place through to 11 April 2025. This paper also provides the timetable for decision-making regarding changes to the electoral system and Māori representation ahead of the 2025 local elections.

2. Recommendations

Officers recommend that the committee:

1. *Receive the Representation Review Report.*

3. Executive Summary

This report provides the July 2023 update on the next triennial local government elections will be held in October 2025. Under the Government Electoral Legislation Bill a representation review must be completed every six years, or with the establishment of a Māori ward for the first time. The last representation review for South Wairarapa District Council was in 2018.

From March 2024 elected members will be presented with four options for representation in the 2025 election. A determination will be required by councillors for their preferred option. Following public consultation using the Special Consultative Procedure (SPC), Council will review their preferred option for representation review. This is required to be completed by 15 January 2025. The recommendation will then go to the Local Government Commission (LGC), for a final decision.

This executive summary will also be provided to:

- Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board

4. Background

The principles of a representation review are to ensure “fair and effective representation for individuals and communities” in local government.¹

The Representation Review will consider the following:

- Whether to include a Māori Ward for the 2025 elections
- Which electoral voting system to use, FPP or STV
- Total number of councillors
- Whether to have wards, “at-large” or mixture
- Number of councillors per ward, “at-large” or mixture
- Whether to have community boards (and if subdivided)
- Number of elected and appointed members per community board (if applicable)
- Boundaries and names of wards, community boards (subdivisions if applicable)

Council undertook a representation review in 2018, prior to the 2019 election. There were no changes to representation arrangements as a result of the 2018 review.

Māori representation was considered during the representation review in both 2012 and 2018. On 4 April 2012, Council resolved that there be no separate electoral representation for Māori. On 24 October 2018, Council resolved to maintain the status quo.

On 22 July 2020, Council resolved to use First Past the Post (FPP) for the 2022 election. This resolution continues to be in effect.

5. Prioritisation

There are two key resolutions that Council will need to consider at part of the representation review prior to the 2025 elections:

1. Whether or not to establishment a Māori Ward for South Wairarapa in the 2025 local elections, **optional resolution 23 November 2023.**
2. Whether or not to change the electoral systems for the 2025 elections from First Past the Post to Single Transferable vote, or council resolution on a poll for 2025. **Optional resolution 12 September 2023.**

¹ 1 LEA Section 4(1) (principles) makes it clear that fairness and effectiveness are equally important. [Representation Review Guidelines 2021 \(lgc.govt.nz\)](https://www.lgc.govt.nz/representation-review-guidelines-2021)

5.1 Te Tiriti O Waitangi Obligations

Officers have undertaken early engagement with the Māori Standing Committee to outline changes to the Local Electoral Amendment Act 2021 (noted below), and the possibility of one Māori ward (based on the 2022 estimated census data) should a Māori ward be established.

Consultation with local iwi continues, with recommendations required from the Māori Standing Committee before a resolution be made on the Māori ward.

5.2 Timeframe

Date	Provision	Who	Section of LEA 2001
July & August	Representation Review Workshop to develop an informal engagement plan.	MSC, Council, Community Boards	
12 September 2023	Council resolution on electoral system (optional)	Local Authorities	27
19 September 2023	Public notice of electoral system (mandatory – subject to previous poll mandate)	Public notification	28
10 October 2023	MSC Representation View for Māori ward adopted at the MSC meeting.	Local Authorities	
23 November 2023	Council resolution on Māori Representation (optional)	Local Authorities	
21 February 2024	Last date to receive poll demand on electoral system, or council resolution on poll for 2025	Local Authorities	29-31
February & March 2024	Representation Review Workshop to explain process, provide findings and various scenarios.	Local Authorities	
1 March – 31 August 2024 <i>Suggested July 2024</i>	Timeframe for council to resolve an initial rep review proposal. if initial proposal not compliant (+/-10%) must forward to LGC	Local Authorities	19H-19K
May & June 2024	Additional Representation Review Workshops (if required) to further develop scenarios and preferences.		
No later than 8 September 2024 <i>Suggested late July 2024</i>	public notice of initial proposal. required within 14 days of initial proposed resolution.	Public notification	19M,52
No later than 8 October 2024 <i>Suggested end of August 2024</i>	close of public submissions on initial proposal (not less than one month after public notice)	Public notification	19N

<i>Suggested end of August</i>	If no submissions received, by close of submission then initial proposal becomes basis of election and public notified. LGC notified of final rep review proposal.		19Q
October/early November 2024	Timeframe for council to resolve its final rep review proposal, after submissions heard.	Local Authorities	19M
19 November 2024	last date for public notice of final rep review proposal	Public notification	19N
20 December 2024	last date for close of public appeals on rep review proposal (one month after public notice)	Public notification	19P
15 January 2025	last date for rep review appeals and documents sent to LGC	Public & Local Authorities	19Q
10 April 2025	Last date for LGC determinations on representation reviews	LGC	19R-19S

6. Discussion

The key points for consideration as part of the Representation Review are:

- Whether to include an **optional Council resolution by 12 September 2023** on staying with the current electoral system of FPP, or to change to STV for the 2025 elections, or to hold a poll (by 21 February 2024).
- Whether or not to establishment a Māori Ward for South Wairarapa in the 2025 local elections, **optional Council resolution by 23 November 2023**.

7. Options

7.1 First Past the Post or Single Transferable Vote

The Local Electoral Act (LEA 5A and 5B) offers the choice between two electoral systems for local elections:

- First Past the Post (FPP)
- Single Transferable Vote (STV)

A change of electoral system can be achieved by:

- Local authority resolution; or
- A favourable outcome of a poll of electors. This poll may be:
 - o demanded by electors (5% or more triggers a poll), or
 - o the result of a local authority resolution.

South Wairarapa District Council has conducted all previous elections under the First Past the Post electoral system. A poll of electors was last held in 2003; the preferred option was FPP, with 1,994 votes. STV received 1,207 votes.

In 2022, 15 local authorities used STV to elect members: Dunedin, Far North, Gisborne, Greater Wellington, Hamilton, Kaipara, Kāpiti, Marlborough, Nelson, New Plymouth, Palmerston North, Porirua, Ruapehu, Tauranga and Wellington.

Under STV, electors vote by ranking their preferred candidates. Electors rank as many candidates as they choose in order of preference. Candidates have a threshold (or

quota) number of votes to attain before they are elected. The number of votes required for a candidate to be elected (threshold/quota) depends on the number of positions to be filled and the number of valid votes cast.

The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

The threshold (or quota) is calculated by a formula set out in the Local Electoral Regulations (Schedule 1A, clause 5). The quota formula helps to ensure that candidates who are elected have a minimum level of support from voters, while also allowing for the transfer of vote to other candidates to ensure that seats are filled in a proportional manner. Votes are redistributed using a complex pro-rata type formula to other candidates to fairly distribute them. The reallocation of excess votes is complex and takes time. It is done on a proportional basis of the candidates' total votes.

Advantages and Disadvantages of Electoral Systems

FPP

- Easy, reliable and trusted, but
- May not result in proportional voting or representation (promotes strategic voting)

STV

- Encourages proportional voting and representation, but
- Complex voting and counting system (via KPMG)

The Review for Local Government released 20 June 2023 includes the recommendation for adoption of STV nationwide for local elections.²

7.2 Māori Ward

The Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 included the following for the 2025 establishment of Māori wards:

² [He piki tūranga, he piki kōtuku – The future for local government pg 87](#)

- Removed the ability of for electors to bring a petition requiring a poll on the introduction of Māori wards. Therefore, the only way Māori wards or constituencies will not be established in those areas is if the council itself resolves to undo its decisions.
- Remove the ability of local authorities to resolve to hold binding polls on whether to establish Māori wards or constituencies.
- Provided that past polls, or council resolutions to hold binding polls, on whether to establish Māori wards or constitutions cease to have any effect.
- Local authorities need to be fully aware of the relevant provisions and possible implications of establishing Māori wards/constituencies for any representation review.

According to LGC statistics in the 2022 estimated census data, South Wairarapa District could have one member elected, should a Māori ward be established. This can only be achieved by Council resolution.

South Wairarapa District 2022 estimated census data: ³	
Māori Electoral population	930
General Electoral population	10,800
Total population	11,730
Total members	9
Māori Ward Members	0.71
Māori Ward members Rounded	1

8. Options

Representation options will be offered from March 2024 onwards.

9. Strategic Drivers and Legislative Requirements

9.1 Significant risk register

Māori ward representation requires thorough engagement and consultation with the Māori Standing Committee and local iwi, hapū and marae. To consider make a decision without full consultation and feedback would be a significant risk to fair and effective representation in the review.

Relationship with iwi, hapū, Māori

³ [MEP-and-GEP-statistics-2022-estimates.xls \(live.com\)](#)

- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

9.2 Policy implications

Councils Significant and Engagement Policy will guide engagement and consultation on this work. Details here - [Section A \(swdc.govt.nz\)](https://www.swdc.govt.nz/section-a)

10. Consultation

10.1 Communications and engagement

The persons who are affected by or interested in this matter are local iwi, hapū, Māori, community boards, councillors, and electoral voters.

10.2 Partnerships

Have you completed a communications plan for the work described?

Yes No

If no, is a communications plan required?

Yes No

This will be completed as part of the engagement plan.

11. Financial Considerations

Initial costs include for the electoral system public notices, which are covered by operational budgets.

Estimated costs to hold a poll for electoral system preference are around \$45,000 to \$50,000 + GST based on the number of electors on the roll (estimated data is 9,026 from the 2022 election).

No budget for an electoral system poll has been allocated in the 2023/24 Annual Plan for changes to the electoral or representation arrangements. The resources required would be absorbed through business as usual.

Contact Officer: Nicki Ansell, Lead Advisor – community Governance.
Reviewed By: Amanda Bradley, Group Manager, Policy and Governance

Income & Expenditure Report

1. Purpose

To present the Māori Standing Committee with the most recent Income and Expenditure Statements.

2. Recommendations

Officers recommend that the Committee:

1. *Receive the Income & Expenditure Report for the period ending 30 June 2023.*

3. Executive Summary

The Income and Expenditure Statement for the period ending 30 June 2023 is attached in Appendix 1.

4. Appendices

Appendix 1 – Income & Expenditure Statement for the period ending 30 June 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashford, General Manager, Finance

**Appendix 1 – Income and Expenditure
Report for the Period Ending 30 June
2023**

Te Whare o Māori Standing Committee

Financial summary for the period ended 30 June 2023

Operations Budget allocated 1 Aug 20 \$ 38,080

Marae Dev.Budget allocated 1 Aug 20 \$ 27,000

Tautoko	Allocation	Spend 2020-21	Spend 2021-22	Spend 2022-23	Committed Spend	Remaining Allocation
Support through:						
Grant funds	\$ 4,000	\$ 2,200	\$ 1,000	\$ 2,000	\$ -	\$ 1,200
2 x \$1,000						
4 x \$500						
Community and Youth Fund	\$ 5,000					\$ 5,000
Sponsorship						
Rangiura o Wairarapa Kapahaka	\$ 1,500	\$ 1,500	\$ -	\$ 3,000	\$ -	\$ 3,000
Wairarapa Māori Sports Awards	\$ 1,500	\$ -	\$ 500		\$ -	\$ 1,000
Koha	\$ 1,000	\$ 782	\$ 157	\$ 287	\$ -	\$ 226
New members Induction Pack project	\$ 500	\$ -	\$ -		\$ -	\$ 500
Restorative Justice Process project	\$ 500	\$ -	\$ -		\$ -	\$ 500
Toi Māori Art project	\$ 2,000	\$ -	\$ -		\$ -	\$ 2,000
Training	\$ 2,000	\$ -	\$ 87	\$ 1,355	\$ -	\$ 558
Totals	\$ 18,000	\$ 4,482	\$ 1,743	\$ 6,642	\$ -	\$ 5,132

Whakapapa	Allocation	Spend 2020-21	Spend 2021-22	Spend 2022-23	Committed Spend	Remaining Allocation
Support:						
Significant Sites group expenses	\$ 1,500	\$ -	\$ -		\$ -	\$ 1,500
Pūrakau project (NH to submit proposal to MSC)	\$ 8,000	\$ -	\$ -		\$ -	\$ 8,000
Training on Resource Management Act Specifically sections pertaining to tangata whenua	\$ 3,000	\$ -	\$ -		\$ -	\$ 3,000
RMA Process project	\$ 300	\$ -	\$ -		\$ -	\$ 300
Totals	\$ 12,800	\$ -	\$ -		\$ -	\$ 12,800

Te Taiao	Allocation	Spend 2020-21	Spend 2021-22	Spend 2022-23	Committed Spend	Remaining Allocation
Create opportunities:						
To support Marae and Pae tū Mōkai o Tauria with Cultural Monitoring programs i.e equipment	\$ 8,000	\$ 1,467	\$ 1,064		\$ -	\$ 5,470
For training and wānanga with stakeholders eg. GW, DoC, Mountains to Sea	\$ 2,000	\$ -	\$ -		\$ -	\$ 2,000
To engage with communities and schools i.e planting and cultural monitoring projects	\$ 2,000	\$ -	\$ 900		\$ -	\$ 1,100
To document all projects	\$ 280	\$ -	\$ -		\$ -	\$ 280
Totals	\$ 12,280	\$ 1,467	\$ 1,964		\$ -	\$ 8,850

Marae Wawata	Allocation	Spend 2020-21	Spend 2021-22	Spend 2022-23	Committed Spend	Remaining Allocation
Assist Marae to:						
Secure funding and to process funding applications from Marae Development Fund	\$ 27,000	\$ 15,948	\$ 9,000		\$ -	\$ 2,052
Build relationships through collaborative projects						
Communicate with committee the aspirations of their marae through their representatives						
Totals	\$ 27,000	\$ 15,948	\$ 9,000		\$ -	\$ 2,052

Maori Standing Committee : Te Māngai O Ngā Hapori Māori

Expenditure detail for the period ended 30 June 2023

Tautoko

Resolution date	Organisation/Group	Description	Amount
4-Aug-20	Pae tū Mōkai o Tauira	Native tree & plant nursery at Te Whare Whakapapa Raranga	1,000.00
28-Oct-20	Rangiura o Wairarapa	Sponsorship	1,500.00
28-Oct-20	28th Maori Battalion Assoc.	Grant for function to honour descendants of the 28th Maori Battalion	500.00
16-Feb-21	Koha	For the family of Godwell Mahowa	200.00
2-Mar-21	Featherston Rugby Club	New Uniforms and Equipment	1,000.00
20-May-21	Professor Rangi Matamua	Dark Skies Dinner (+ members in attendance)	282.38
21-Jul-21	Whaiora Whanui Trust	Wairarapa Māori Sports Awards	500.00
3-Aug-21	He Putiputi Ltd	Suzanne Murphy Flowers	69.57
10-Nov-21	He Putiputi Ltd	Flowers for Maynard family	86.96
23-Dec-21	Kristina Perry	Waitangi Day event at Cobblestones Museum	1,000.00
10-May-22	Pain & Kershaw	Catering for Workshop	126.09
2-Sep-22	He Putiputi Ltd	Flowers for T Aporo's Tangi	86.96
2-Nov-22	Koha	Koha for T Aporo's Tangi	200.00
27-Sep-22	Reap Grant	Reap Grant	1,000.00
31-Oct-22	SW Summerfield	MSC Workshop	355.00
16-Feb-23	Rangiura o Wairarapa	Sponsorship	3,000.00
2-May-23	R Hooper	Contribution to technology purchase/future education	500.00
2-May-23	Pae Tu Mokai	Turning Bay/irrigation	1,000.00
2-May-23	P Kingi	Tuition fees	500.00
Total			12,906.96

Whakapapa

Resolution date	Organisation/Group	Description	Amount
Total			-

Te Taiao

Resolution date	Organisation/Group	Description	Amount
13-Apr-21	Kohunui Marae/Pae tu Mokai	Minnow Traps	333.91
14-May-21	Kohunui Marae/Pae tu Mokai	Cultural Monitoring Projects	1,133.05
3-Aug-21	Kohunui Marae/Pae tu Mokai	Fyke Nets - cultural monitoring projects	1,063.50
16-May-22	Featherston Matariki Events	Featherston Matariki Day Events	900.00
Total			3,430.46

Marae Wawata

Resolution date	Organisation/Group	Description	Amount
10-Aug-20	Hau Ariki Marae	Furniture	7,826.09
7-Aug-20	Kohunui Marae	Native plant nursery, Kāuta storage, cooking vessels	8,122.00
19-Jul-21	Papawai Marae	Kitchen Equipment	9,000.00
Total			24,948.09

Maori Standing Committee : Te Māngai O Ngā Hapori Māori

Terms of Reference Review for the Period Ended 30 June 2023

Budget

Balance carried forward from 2021-22

15,919.82

Total Budget

15,919.82

Expenditure

Total Expenditure Current Financial Year

-

Total Expenditure

-

LESS: Committed Funds

Resolution
date

Original
commitment

Spent to date

Remaining
commitment

Total Commitments

-

-

REMAINING BUDGET TO BE CARRIED FORWARD

15,919.82

Financial Assistance Report

1. Purpose

To present the Māori Standing Committee with applications received requesting financial assistance.

2. Recommendations

Officers recommend that the Committee:

1. *Receive the Financial Assistance Report.*
2. Consider the application from Kuranui College for \$1,000 to support costs to develop Kuranui College Farming Wananga.
3. *Consider the application from Narida Hooper for \$7,200 to support the recording of videos and QR creation for Greytown Trail Pou.*

3. Executive Summary

The Māori Standing Committee has received two funding applications for consideration.

4. Background

The committee has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's [Grants Policy](#).

The Committee is allocated funding for grants through the Long Term Plan/ Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

How does this align with strategic outcomes?

- Spatial Plan
- Long Term Plan
- Annual Plan

Allocation for Grant funding is approved through the Annual Plan/Long Term Plan and supports the social, environmental, economic, and cultural outcomes.

6. Discussion

Under the current [Grants Policy](#) the key eligibility criteria for Māori Standing Committee grants are as follows:

1. A successful organisation will be required to spend the grant received within 6 months of receipt. Should an extension of time be required, a written request is to be made to the Māori Standing Committee (MSC) chairperson.
2. An MSC Accountability form together with evidence of the expenditure is required within 3 months of a grant being spent (*provide all invoices & receipts*).
3. All questions must be completed.
4. Applications to a maximum value of \$1,500 will be considered (GST will be added to grants approved for GST registered applicants).
5. All grants will be considered on a case by case basis and are required to be submitted for consideration at least 10 days prior to the MSC meetings.
6. An organisation is eligible for one grant per year from the MSC Grants fund.
7. Applicants will be invited back to present to the MSC after completing the activity to share their experience.

The Grants Policy sets out further criteria.

6.1.1. Application from Kuranui College

The application from Annemiëka van Vliet meets the criteria for funding. The application will be provided to members in confidence.

6.1.2. Application from Narida Hooper

The application from Narida Hooper meets the criteria for funding, although the amount exceeds the typical grant limit of \$1,500. The application will be provided to members in confidence.

7. Strategic Drivers and Legislative Requirements

7.1 Significant risk register

There are no significant risks identified.

7.2 Policy implications

Allocation decisions are made in accordance with Councils [Grants Policy](#).

7.3 Communications and engagement

The decisions are considered as low significance as determined by the Councils Significance and Engagement Policy.

7.4 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

8. Financial Considerations

The available funding amounts are provided in the Income & Expenditure Report. In accordance with the Financial Delegations Policy, a resolution is required to allocate this fund.

Contact Officer: Nicki Ansell, Lead Advisor – community Governance

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Action Items Report

1. Purpose

To present the Committee with updates on actions and resolutions.

2. Recommendations

Officers recommend that the Committee:

1. *Receive the Action Items Report.*

3. Executive Summary

Action items from recent meetings are presented to the Māori Standing Committee for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

4. Appendices

Appendix 1 – Action Items to 12 June 2023

Contact Officer: Nicki Ansell, Lead Advisor – community Governance

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Appendix 1 – Action Items to 12 June 2023

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
189	10-May-22	Action	MSC	Following the Strategy Noho, the committee will meet with trustees and stakeholders at each Marae to discuss the direction of the committee.	Open	6/10/22: Strategy Noho held on 28 September and 6 October 2022
358	2-Aug-22	Action	S Corbett	To request the current Wellington Water budget and a report outlining the critical issues and risks including, but not limited to: safe drinking water and waste water management.	Open	26/08/22: MSC Water Hui scheduled for 1 September 22 cancelled 31/02/23 - request for report to be circulated as soon as possible. 6/3/23: These issues are to be addressed at a water hui that has been requested by officers - date TBC
359	2-Aug-22	Action	S Corbett	To schedule a half day Water Wananga with Māori, hapū, marae, iwi, Wellington Water and council officers.	Open	26/08/22: MSC Water Hui scheduled for 1 September 22 with Wellington Water and Council officers cancelled. 31/01/23: MSC to consider request following receipt of report (action 358) 6/3/23: As above. To be combined with 359.
548	24-Nov22	Action	A Bradley	To request clarification on the 2022-2023 operating budget for the Māori Standing committee, as adopted through the Long-Term Plan.	Open	31/01/23: Request for immediate update via email. 14/02/23: Email sent by A Bradley clarifying th operating budget for 20233/23 31/4/23: Further information requested.
10	31-Jan-23	Resolution	R O'Leary	MSC RESOLVED (MSC 2023/06) to: 1. Receive the Sites and Areas of Significance to Māori Report. (Moved Mayor Connolly/Seconded Baker) Carried 2. Direct Council Officers to contact Haami Te Whaiti and Horipo Rimene to identify sites of significance to be listed in the Combined District Plan. (Mover Rutene/Seconded Edwards-Hina) Carried	Open	18/4/23: On 20 Feb 23 a meeting held in Masterton to assess the sites of significance. Since then Haami and Horipo have confirmed the scope of work for the topic with consultants Boffa Miskell. Further discussions to take place about site identification work. 12/06/23 Progressing, number of meetings taking place and Kahungunu have been engaged to identify & map South Wairarapa sites of significance to Māori in a manner appropriate to iwi. Rangitane are supporting the process. upcoming meeting with Heritage NZ on 17 July 2023
137	27-Apr-23	Resolution	S Corbett	MSC RESOLVED (MSC 2023/15) to: 1. Receive the Chairperson Report (Moved Edwards-Hina/Seconded Mayor Connolly) Carried 2. Appoint Andrea Rutene to the Community & Infrastructure Committee (Moved Edwards-Hina/Seconded Mayor Connolly) Carried 3. Appoint Karen Mikaera to the Assurance & Risk Committee 4. Appoint Narida Hooper to the Finance Committee 5. Appoint Violet Edwards to the Climate Change & Environment Committee. (Moved Edwards-Hina/Seconded Smith) Carried 6. Delegate Narida Hooper to make a submission on behalf of the committee to the 2023/24 Annual Plan. (Moved Edwards-Hina/Seconded Smith) Carried 7. Request further information on the potential for Waka Kotahi changes to some roads of significance in coastal areas prior to attending the Ngawi Ratepayers Association hui. (Moved Mikaera/Seconded Edwards-Hina) Carried	Open	12//06/23: Re#7 Local MP KM has written to Transport Minister. Our CE has written to the WK Board. Council Management has asked for a negotiated outcome. I think Councillors may be considering a joint letter to WK to encourage them to make the right decision. Lots of advocacy and we await the WK Board decision.
141	27-Apr-23	Action	R O'Leary	MSC NOTED: Action 141: To remove 'mana whenua' associated with Ms Mikaera's name and replace with 'Descendant of Te Miha Whānau' and ensure the association with Mr Maxwell's name is correct.	Open	

Members Report: Long Term Plan

1. Purpose

To provide the Māori Standing Committee with a brief update on the Long-Term Plan.

2. Recommendations

Officers recommend that the committee:

1. *Receive the Members Report*
2. *Provide guidance on an engagement plan to ensure that Māori are heard as the Long Term Plan is developed over the next year.*

3. Executive Summary

Long Term Plan (2024-2034)

The Council has started early work on the next Long Term Plan, to be completed before the end of June 2024.

The working title of this Long Term Plan will be “**our ten-year plan for a sustainable future**” with a focus on how our communities can prepare for a more resilient future, including how we respond to the challenges being thrown up by climate change.

Many things need to change. For example, we cannot sustain rates increases of the size seen recently, because people could not afford to continue living here. We cannot continue to repair roads that are always collapsing.

We have two options, broadly. Either we wait and see what gets thrown at us or we plan to give ourselves a better chance of being ready, no matter what comes our way.

The Committee’s involvement in the plan!

A Long Term Plan stands a much better chance of being successful if it involves a wide cross section of residents who can inform the plan, and who will be affected by its consequences. We know that in the past, Māori communities have often been affected badly by planning decisions that were not well informed by Māori perspectives.

We can do something about that by:

- making sure that the MSC actively encourages Māori residents, including Hapu and Iwi, to have their say;
- providing avenues for Māori to have their say and to be listened to.

Regarding the last point. The Martinborough Community board hold 'drop in' sessions nearly every weekend to give Martinborough residents the opportunity to be listened to. We could consider doing something similar.

Mayor: Martin Connelly